

Report for Week Ending 14 November 1956
from
RECORDS DISPOSITION BRANCH

25X1A9a

Project 6-40 - Office of Central Reference [REDACTED]

No change from previous report. Project is 48% complete.

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Project 6-62 - Special Register [REDACTED]

File system is being installed in Analysis Branch 5. Project is 45 per cent complete.

25X1A9 General Information

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Mr. [REDACTED] returned Friday from his five month assignment in the Far East Area. While based on [REDACTED] a Records Control Schedule was prepared and approved. In addition, procedures were developed and installed for the retirement of inactive records to a designated area on the base. At [REDACTED] another Records Control Schedule was prepared and approved and a Subject Numeric File System was recommended that is presently being installed. Prior to returning to headquarters a stop was made in [REDACTED] at the request of Chief, FE, Support Base to determine the amount of time in personnel needed for a survey of the [REDACTED] Stations. A report with recommendations was submitted and action is expected within a month.

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PP/ICD of DD/P Area called about retiring records to the center. I visited the office to look over the records and discuss the problem with them. This office heard from another Area that the Records Center gave eight hour service on retiring records which impressed the office and led to their decision to transfer the records to the Records Center. Since this office is under the DD/P, I suggested that the girl contact [REDACTED]'s office and if any difficulty or problem arose she should contact me again and I would retire the records for her. [REDACTED]

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General Counsel has requested assistance in retiring records to the Center. Approximately ~~twenty~~ and a half cubic feet of records will be transferred within the near future. [REDACTED]

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Contacted Dr. Hobbs of the paper section, Bureau of Standards, regarding the permanency of copies of records reproduced by various processes. He stated that this was a question being raised throughout the government, but that to date no studies on this matter have been made by the Bureau. He hopes that some agency or agencies will undertake to furnish funds for such a project. The Bureau has no such funds.

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During this week the following accessions were made:

25X1A6a	COMMO/ [REDACTED]	1 Cu. Ft.
	OO	9 " "
	PERS	3 " "
	OL	6 " "
	ORR	27 " "
	OCI	2 " "
	COMPT	40 " "
	OSI	5 " "
	OCR	5 " "
	Sub-Total	100 Cu. Ft.
	Finished Intelligence:	15 " "
	Total:	115 Cu. Ft.
Records Holdings		17,688 Cu. Ft.
Distribution Material Holdings		11,312 " "
	Total:	29,000 Cu. Ft.

Distribution Material Disposed of at Center	3 Cu. Ft.
Distribution Material Transferred from Center	27 " "
Records Disposed of at Center	59 " "
Records Transferred from Center	1 " "

a. Accessioning

Ten cubic feet of OCI type records were received during the week. The bulk of this material was received in the newly fabricated containers for 5 x 8 cards.

b. Reference

The Center has received a large request from OCR/Library for five copies of each NIS and NIS Gazetteers. The Library has indicated that they would like to have this material by 21 November. This request and similar ones have created a heavy work-load and demand on personnel.

c. General

The Office of Research and Reports have fabricated a new container especially for 5 x 8 cards. This container has created no storage or space problems; therefore, there are no objections to ORR using this type of container.

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[REDACTED]
Chief, Records Center